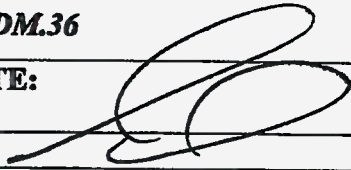


<b>LAS VEGAS POLICE DEPARTMENT</b>	<b>ADMINISTRATION</b>
<b>SUBJECT:</b> <i>Cell Phones</i>	<b>NUMBER: ADM.36</b>
<b>EFFECTIVE DATE:</b> <i>9 September 2010</i>	<b>REVIEW DATE:</b>
<b>AMENDS/SUPERSEDES:</b>	<b>APPROVED:</b> 
<b>NMMLEPSC STANDARDS:</b>	<b>Chief of Police Gary Gold</b>
	<b>NMSA:</b>

**I. PURPOSE:**

The of this Policy is to ensure the efficient and effective management of cell phone function by providing administrative guidance that identifies the responsibilities and processes within the uniform components of the department.

**II. POLICY:**

It is the policy of The Las Vegas Police Department to manage the function of cell phone in an effective and efficient manner by coordinating the efforts of uniform and other organizational components as provided in this policy.

**III. APPLICABILITY:**

This policy is applicable to all sworn and non-sworn employees of the Las Vegas Police Department.

**IV. REFERENCES:**

None

**V. DEFINITIONS:**

Cell Phone- Portable telephone device that does not require the use of landlines. Mobile phones utilize frequencies transmitted by cellular towers to connect the calls between two devices. The first mobile phone operated on an analog service and was developed by Motorola, Inc. Mobile phones have grown to be the most widely used portable device in the world. Mobile phones may also be referred to as wireless or cellular phones.

VI. PROCEDURE:

The Las Vegas Police Department may issue cell phones to select Supervisors and Officers. These cell phones are issued for official business only. As a rule, cell phones are not to be used for personal business.

The Department does recognize and allow *de minimis* personal use of the cell phone. Note that *de minimis* translates to minimal. The policy allowing for minimal personal use recognizes that there are times when an employee needs to use a phone for personal reasons of an urgent or emergency basis and is unable to get to a regular phone.

If an Officer or Employee goes over the minutes allotted to that phone, the employee must submit justification in writing to their supervisor. It should be noted that excessive unwarranted usage might be cause for loss of cell phone privileges and possible disciplinary action. Disciplinary action may include reimbursement to the Department of the charges incurred by the excessive use.

- A. All employees issued Blue Tooth devices shall use them while operating department vehicles unless an emergency circumstance exists.

VII ATTACHMENTS:

None